



The Active Learning Trust
ACTIVE LEARNERS · ACTIVE LEADERS · ACTIVE CITIZENS

ADMISSIONS ARRANGEMENTS
For Primary Schools within
Suffolk

Admission Arrangements for 2025 -2026

1. INTRODUCTION

Active Learning Trust schools follow the Admissions Code and the law relating to admissions. This accords with the Trust’s funding agreement with the Department for Education.

The Board of Trustees, which is the admitting authority for all Active Learning Trust schools, considers annually whether arrangements are satisfactory, taking into account issues that have arisen throughout the last year, predicted intake numbers, and any changes in accommodation.

As part of the admission arrangements for each Academy/School, an admission number for each ordinary year of entry to the school, including reception, Year 7 and sixth form, will be determined. This is known as the Published Admission Number (PAN). The ordinary year of entry PANs for Suffolk Schools within the Active Learning Trust are given below:

SCHOOL	PAN
Albert Pye Primary School (YR to Y2)	40
Albert Pye Primary School (Y3 to Y6)	60
Grove Primary School	45
Gusford Primary School	90
Hillside Primary School	60
Pakefield Primary School	30
Ravensmere Infant School	20
Red Oak Primary School	60
Reydon Primary School	30
Sidegate Primary School	90
Westwood Primary School	30

2. ADMISSION TO PRIMARY SCHOOLS

Suffolk Local Authority (LA) currently co-ordinate the admission of Reception age students on behalf of The Active Learning Trust. In addition, the LA co-ordinates the admission of Year 3 students into Albert Pye Primary School. Parents apply for a school place through the LA’s admission process. The LA allocates places (following consultation with academies/schools) for students at the beginning of their education.

3. ADMISSION CRITERIA

Children who have an Education, Health and Care Plan (EHCP) that names a specific school will be admitted. NB: Those children with an EHCP that does not name the school will be referred to the LA SEN Team to determine an appropriate place.

Children who have an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

A: A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see definition in section 22(1) of the Children Act 1989).

This includes children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

B: Children with a sibling attending the school at the time of application who is reasonably expected to still be attending the school at the proposed time of admission

C: Other children by distance from the school with priority for admission being given to those who live nearest to the school as measured by a straight line.

TIE BREAKER

In each criterion above, if there are more applicants fulfilling the criterion than there are places available then priority will go to children living nearest the school as measured by a straight line. If the distance between two or more children's home addresses and the school is the same then random allocation will be used to decide who has highest priority for admission. The random allocation process will be independently verified.

4. DEFINITIONS FOR ADMISSION CRITERIA

Distance from School: The distance from the home address to the school, for admissions purposes, is calculated electronically using up-to-date methods of measuring (provided jointly by the Post Office and Ordnance Survey). Distances are measured by a straight line, plotting the co-ordinates of each property to provide the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) measuring is to a single point within that building irrespective of where those homes are located. For families who live outside the area covered by County mapping system, distances are determined using a combination of local maps and on-line resources.

Ordinarily Resident: Ordinarily resident means the place where a child usually lives. This is considered to be where they sleep overnight, and proof of address may be needed. If another address is used to give the impression that a child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that they gain a higher priority for a place at that school; this is considered to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If the admitting authority is made aware of a parental dispute affecting the application, they may not be able to deal with the application and parents may need to seek independent legal advice in order to resolve the matter.

Future House Moves: Places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts for a house purchase or the signing of a formal lease agreement. The parent will be expected to provide documentary evidence in support of any anticipated move date given.

Siblings: are deemed to be children, aged between 4 and 16, who live at the same address (where the child is ordinarily resident) together in the same family unit. The term 'sibling' includes natural, half, step and adopted brothers and sisters, a child of the partner of the parent, and children who are fostered into the family. Children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Should a twin or other child from a multiple birth be allocated the final PAN place under normal admission arrangement, siblings from the same birth may also be admitted under the Admissions Code 'excepted Pupil' rules.

Waiting lists: will be kept for places when a year group is full until the end of the first full week of the Spring term. The waiting list will be ranked in line with the order of priority set out in the above oversubscription criteria. Priority will not be given to children based on the date their application was received or the date when their name was added to the list. When children are added to the list, they will be slotted in according to where they come in the oversubscription criteria. This means that a child on the list can move up and down the list. Any children admitted in accordance with the Local Authority's fair access protocol will take precedence over the waiting list in accordance with the Admissions Code.

5. IN-YEAR ADMISSION ARRANGEMENTS

The Active Learning Trust, as the Admitting Authority, is responsible for in-year admission arrangements. This responsibility is carried out in partnership with Suffolk LA. Parents who wish to transfer their child during the course of a school year will be advised to contact the Headteacher or Admissions Officer to obtain an in-year admissions form.

The School will, upon allocation of a school place to a pupil transferring in-year, notify the LA of the proposed admission to enable the LA to keep up-to-date figures on the availability of places.

6. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Where a child is already attending a school this discussion will take place between the headteacher and the parents, and will be decided on the individual circumstances of each request.

When it is agreed that a child can be admitted out of their normal age group the application will be processed as part of the main admissions round (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents wishing to apply for admission outside the normal age group should contact the school office for further guidance. Application forms are available on the School website.

7. NURSERY ADMISSIONS

Pre-statutory school age admissions differ from school to school. The Local Governing Body of each school will annually review arrangements to ensure the admission criteria is clear and fair. Application arrangements can be found on the school website.

8. DEFERRED ENTRY

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn Term in September. However, parents may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

Parents of summer-born children may defer admissions until the September following a child's fifth birthday. Parent may also request that summer-born children are admitted out of their normal age group, ie to reception rather than year 1. Such cases will be considered on an individual basis, and applications must be made in writing directly to the Active Learning Trust. The admitting authority will make a decision on the request, taking into account the views of the headteacher.

Parents will be written to with the outcome, including the reasons for the decision. If the request is refused, parents will be given details of the how to complain.

The LA will be informed of the decision and provided with a copy of the decision letter and other relevant evidence by the national closing dates. Parents need to note that, even if the request is agreed by the admitting authority, there is no guarantee that a place will be available.

9. CHILDREN OF UK SERVICE PERSONNEL

Applications from families of service personnel with a confirmed posting, or crown servants returning from overseas, will be processed and considered in advance of the family arriving in the area provided the application is accompanied by an official letter that declare a relocation date.

10. ADMISSION APPEALS

As part of the funding agreements, The Active Learning Trust is required to comply with the School Admissions Appeals Code. All admission appeals should be referred to the ALT Central Office, and appeal hearings will be organised where appropriate. All letters refusing admission will give details of how to appeal the decision.

11. REVIEW

These Admissions Arrangements are reviewed annually.